



# WASHINGTON STATE EMPLOYMENT OPPORTUNITY

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## DEPARTMENT OF REVENUE

6500 Linderson Way SE ♦ PO Box 47463 - Olympia, WA 98504-7463  
(360) 725-7494 ♦ FAX (360) 664-0658 ♦ TDD/TTY (360) 664-0580

Recruitment  
Announcement #: 41065-OC

Opens: May 15, 2002  
Closes: open until further notice

### TAX INFORMATION SPECIALIST 2 (15123)

SALARY: \$3134 - \$4013 per month (Range 51)

LOCATION: The register established by this recruitment will be used to fill vacancies as they occur in Lacey.

WHO MAY APPLY: This recruitment is open on a promotional basis to employees of the Department of Revenue who have permanent status in a regular or competitive project position.

**The Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application/testing process, or those needing this job announcement in an alternative format, may call Sandy Davis at (360) 570-6175, TDD/TTY (360) 664-0580.**

SEND TO: Interested applicants should submit their applications to the Office of Human Resources, PO Box 47463, Olympia, WA 98504-7463. All applications must be received in Office of Human Resources by the closing date of the bulletin.

SPECIAL NOTE: The application form must be filled out completely. No additional information will be accepted after the closing date of the bulletin. Résumés or attachments will not be accepted in lieu of the employment history under Item #4. Your application may not be resubmitted with additional information. Prior to any new appointment into the Department of Revenue, a background check will be conducted.

PRIMARY DUTIES: In the Taxpayer Services Division of the Department of Revenue, supervises three or more Tax Information Specialists. Assist staff in answering questions regarding business registration, tax return preparation, tax liability, programs, policies and procedures. Responsible to ensure appropriate training of staff.

MINIMUM QUALIFICATIONS: Two years of experience as a Tax Information Specialist 1; OR One year as a Tax Information Specialist Lead; OR A Bachelor's degree in business or public administration, accounting, public finance or closely allied field and two years of professional experience in tax administration, tax auditing, or tax collection.  
NOTE: Additional qualifying experience may substitute, year for year, for education.

EXAMINATION PROCEDURE: The examination will consist of an oral test and/or an evaluation of your experience and training (E&T), depending upon the number of applicants. If the oral test is used, the E&T will be used to screen candidates to the oral and the oral will be weighted 100% to determine your final ranking score. If just the E&T is used, it will be weighted 100% to determine your final ranking score. The E&T questions are printed directly on this recruitment announcement. You will be notified by mail of when and where to appear for the oral test. We will mail you your score, but we cannot tell you your ranking on the list of job applicants.

**PLEASE SEE OTHER SIDE FOR EXAMINATION**

Tax Information Specialist 2 (15123)  
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THIS IS A TEST. IN ADDITION TO COMPLETING THE EMPLOYMENT HISTORY PORTION OF YOUR APPLICATION, YOU MUST RESPOND TO THIS TEST. Write your responses to this test on additional sheets of paper. Your score will be derived solely from your responses to the examination questions. Number your responses to correspond with each item listed, place your name on all sheets, and attach the sheets to your completed State Application form. NO ADDITIONAL INFORMATION WILL BE ACCEPTED AFTER RECEIPT OF YOUR APPLICATION AT THE DEPARTMENT OF REVENUE.

Please provide all information requested in each item. Omission of any or part of the requested information will result in your not receiving credit for the item.

### **EDUCATION/TRAINING:**

For each course you list, specify the course title, name of the school, and approximate date completed.

1. List any undergraduate college courses you have completed in the areas below.
  - a. Basic accounting and finance 100 and 200 level (1<sup>st</sup> or 2<sup>nd</sup> year courses)
  - b. Economics/taxation/business administration/business law
  - c. Political science/ethics/public policy/public administration
  - d. computer science
2. List any 300 and 400 level (junior or senior) undergraduate advanced accounting courses not already credited in item #1 above.
3. Have you passed the CPA exam? If yes, indicate when and where.
4. List other training completed (college, ED&TP, WMS modules, etc.) in:
  - a. Writing skills
  - b. Oral presentation or training skills
  - c. Supervision or management skills

### **EXPERIENCE:**

5. List the job classes you have held within the Department of Revenue. Specify the number of months you were in each position.
6. Describe your experience writing:
  - a. rulings or determinations
  - b. administrative rulings, audit reports, compliance action justifications, or closely related documents
  - c. instructional or informational material

Include only positions in which such writing was a regular part of your job duties or writing projects on which you were the principal or sole author, or in which you were the lead writer on a team project. List employers, job titles, and total months of experience. Briefly describe the documents you wrote.

7. Describe your experience training or making formal presentations to others. Describe up to three different projects involving developing training or conducting training or other presentations in a formal, organized setting. Examples could include seminars or workshops, public speeches, or training sessions for groups of people. For each example, describe the topic, the audience, and where and when you gave the presentation.
8. Describe your experience designing or implementing an Information Systems related project. Briefly outline your role and the major tasks you performed.
9. Describe your experience supervising others. Briefly outline the duties performed by the staff and specify how many people you typically supervised at one time. List employers, job titles, and total months of experience.